

Board of Trustees of the Upper Sandusky Community Library

Minutes

November 14, 2024

The Upper Sandusky Community Library Board of Trustees convened on Thursday, November 14, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Mr. Ben Buckland, and Mr. Brian Kimmel. Mr. Todd Leightey and Ms. Ann Kemerley were absent. Director Kathleen Whitt was also present.

Ms. Romich asked for public comments. Hearing none, she asked if there were corrections or additions to the minutes of the October meeting; hearing none, she declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there were any questions about the bills. Hearing none, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

Under old business, Ms. Whitt submitted quotes she had received to upgrade the outdoor sign to a digital LED display. Since this is a complex issue, it was suggested that the library hire a general contractor to review the project and assist in evaluating the quotes. It was moved and seconded to engage CSI Construction Services to consult on selection of a contractor for the outdoor sign upgrade project. In a roll call vote, all present approved the motion. After CSI has completed their evaluation, the Building and Grounds Committee will meet to review the results and present their recommendation to the full Board.

The next topic of discussion was a proposed cost-of-living adjustment for the 2025 calendar year. In connection with this, Ms. Whitt provided the Board with salary comparison information that had been requested at the October meeting, as well as performance evaluation and pay increase information for the entire staff for the last three years. In view of the 2.4% increase in the minimum wage effective January 1, 2025, it was moved and seconded to give each staff member a 2.4% cost-of-living adjustment effective January 2025. In a roll call vote, all present approved the motion.

Under new business, Ms. Aldridge-Ritchey noted that children's author Brian Cleary will be presenting at the library next month in connection with the Title 1 reading program. Books can be made available for sale to be autographed by the author at this event, although the library's meeting room policy does not in general permit use of the rooms for sales events. In view of the opportunity to get books in the hands of families, it was moved and seconded to permit the sale of books during the Title 1 author visit. All present approved the motion.

In the Director's Report, Ms. Whitt reported that:

1. At their October 21 meeting, the Board of the Upper Sandusky Exempted Village School District reappointed Ann Kemerley to the Upper Sandusky Community Library Board of Trustees through December 31, 2031.
2. Dave Sudhoff from Smith-Boughan is planning to attend the December 12 board meeting to discuss the replacement of the air conditioning system. This will apparently require a complete redesign to update the system rather than just a replacement of existing units.
3. On November 7 we had a teen/tween and parent painted craft workshop. Participants make a two-sided wooden plaque with a fall scarecrow and winter snowman face.
4. November's adult programs include our very popular annual clothing swap, as well as Common Readers (*A Woman is No Man*, by Etaf Rum), Inglorious Bookworms (*Open and Shut*, by David Rosenfelt) and Lunch Bunch (brunch dishes). Craft Party participants will make a Stuffed Stacked Pumpkin Centerpiece.
5. On December 2-3, Miss Jill will offer her Gingerbread House Workshop for all ages. She will provide the cardboard base and frame and icing; participants should bring the candy to decorate their houses.

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6. On December 4, Cheryl Lyon and Patti Davidson will present Treats and Sweets for adults. Participants will decorate cookies and make chocolate candy.
7. The Ohio Department of Taxation (ODT) posted the November 2024 Public Library Fund (PLF) distribution of \$40,590,686 – which is \$644,159 (or + 1.61%) above ODT’s original estimate that was issued in July 2023; and \$705,774 (or + 1.77%) above ODT’s updated estimate issued in December 2023. According to the Office of Budget and Management (OBM), state tax receipts for October came in \$6.9 million (+ 0.3%) over the updated revenue estimate. Even with the slight overage, overall state tax receipts year-to-date are still coming in less as compared to 2023. For the year-to-date, the state is running \$392.7 million or 4.2 percent below what was collected by this time last year.

Under Items Not on the Agenda, Ms. Whitt said that the library is seeking a contractor to provide snow removal services this winter. The service we used last year is no longer doing snow removal. The Board made a few suggestions of possible contractors Ms. Whitt can contact.

Ms. Romich asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:50 p.m.

President

Secretary